



## **WELCOME TO EIN**

### **Information for new members**

To download this welcome pack please go to  
[http://www.ein.org.uk/about\\_us/welcomepack.pdf](http://www.ein.org.uk/about_us/welcomepack.pdf)

The Progress Centre  
Charlton Place  
Manchester  
M12 6HS

Tel: 0845 458 4151  
Fax: 0845 458 0051  
E-mail: [admin@ein.org.uk](mailto:admin@ein.org.uk)  
Website: <http://www.ein.org.uk/>

EIN is a not-for-profit company Limited by Guarantee.  
Registered in England No: 3273715  
Registered Charity No: 1059147

## **WELCOME TO EIN**

### **The Electronic Immigration Network**

**<http://www.ein.org.uk>**

Thank you for your membership application. The Electronic Immigration Network EIN is a voluntary sector organisation, with charitable status, specialising in the provision of information on immigration and refugee law, via the Internet. You have now joined an expanding service with members across all the sectors of immigration practice including private practitioners, government bodies, the immigration judiciary, NGOs and academics. We are also working together in partnership with the creators of the ICCID database, who are producing up to date country of origin information that is also available, via a separate subscription, on the website.

We would also like to draw your attention, should you not have seen them, towards the terms and conditions of membership that are published on the site at:- <http://www.ein.org.uk/siteinfo/index.shtml#9>

#### **CONTENTS**

- 1) Getting Started
- 2) The Public Site
- 3) The Members Site
- 4) The Case Law Database
- 5) The Country Database
- 6) The Members Resources and Legislation Databases
- 7) The 'Bundle Maker'
- 8) The Site Search
- 9) General Searching Tips
- 10) The Discussion Area (Bulletin Boards and Mailing Lists)
- 11) EIN Training "EIN + ICCID"

#### **1) GETTING STARTED**

First of all connect to the Internet as you normally would to look at any website through your web browser (Internet Explorer, Netscape Communicator or similar). Once connected enter the EIN 'home page' web address (<http://www.ein.org.uk>) in your web browser address box.

**TIP:** For any webpage, you may 'bookmark' or 'add to favourites', depending on which browser you are using. You can make EIN your home page (in Internet Explorer) by dragging down on the "View" menu, selecting "Internet Options" and press the "Use Current" button if you are on the above home page and press return.

The EIN website is 'database driven'. Practically this means that each of the sections of the site we talk about are different databases full of different types of information. Although this should not be immediately obvious when you first use the site, as you start to browse or search for information the importance of this structure and how it works will become more apparent. Reading and understanding the following descriptions of how the databases work will greatly assist you in finding the information that you need as quickly as possible.

**TIP:** All orange text in the EIN website is a link to another page in the site or another website or to an email address. When the mouse moves over links they should underline to confirm this. When you have visited a link it will become brown (which also denotes that your computer has temporarily stored a copy of the link/page on your own computer).

#### **2) THE PUBLIC SITE**

The EIN public website is a public service website (accessible to all), which contains the sections outlined below. The main part of the page carries latest 'key' resources (items EIN have uploaded that we have designated as particularly important).

The following can be accessed from the home page using the site 'menu' that appears on the left of the screen (& runs through every page on the public site) or via the key resource headings (which are themselves links). The highlighted resources themselves act as links directly to those items (subject to password authentication). The left-hand menu will also show you which section of the site you are in (as the relevant section button will become orange and display the EIN symbol).

**TIP:** TIP: As a member you can go directly to sections of the member's site not listed in the menu (e.g. Case Law or Country databases) by clicking on the relevant link acting as a heading for latest news

The public website sections include:-

- **about ein** – This is general information about EIN and its work – including latest information on rates and current back issues of EIN quarterly newsletters. As a member you should be sent EIN News, providing we have a valid email address for you. This area will also include the links to download further information packs.
- **resources** - The public site set of Internet links, arranged by specific categories, and also alphabetically and according to countries. The links themselves and the categories are aimed primarily at interested members of the public, rather than EIN members. There is a members resources area in the members site with more specific resources. However there will be links of interest (not least a planned area of the site with foreign language resources). There is a specific public site resources search engine – which can be accessed via the link in the top right of the screen.
- **events** – An events calendar, with details of events such as seminars, conferences, lectures and training that will be of interests to members, including the EIN training on how to use the site. The calendar will open on the current month, and you can switch months or years using the 'drop down' menu. You can also switch from the default weekly calendar view to a monthly listing. There is also a specific events search engine – which can be accessed via the link in the top right of the screen (so that you can search for certain types of events, by organisation or location). Finally it is possible to add events to the site using the on-line submission form – EIN advertised all member's events for free.
- **jobs** – A database of job opportunities covering the immigration and asylum sector, with a focus on UK jobs. The jobs are initially arranged by specific categories, but can also be viewed alphabetically or by location. There is also a specific events search engine – which can be accessed via the link in the top right of the screen (so that you can search for certain types of jobs, by organisation or specific location). All EIN members can currently advertise jobs for free on this site, while others will be charged £50 (plus VAT) per vacancy. Finally it is possible to add jobs to the site using the on-line submission form.
- **search** – There is a general search for the whole of the public site. You can access it either by placing text in the box on the menu & pressing 'Go', or by clicking on the 'search' link. The former will search all of the similar data fields on the site (e.g. title, general text, organisation etc.). By clicking the search link & going to the search section you can narrow the search by entering data into any of these fields individually (e.g. general text only), or by un-ticking the boxes noting specific sections (e.g. by only leaving the events and resources ticked). Search results are listed by site sections. See General Searching Tips for more information on how to use site search engines.
- **ein** – the EIN logo will appear at the top of the menu when you are not in the home page – clicking on it will return you to the EIN home page.

Also all the way through the site there is a list of small navigation bars at the bottom. They provide the following details:-

- **Contact EIN** – Full address details for EIN, with an email link to contact the office
- **Join / Renew EIN** – In the public site there is a link to an automatic form to sign up for EIN membership via a secure web page (i.e. one that will encrypt all personal data, including credit card

details), and in the members site a secure web page to renew your membership. They have their own help menus linked in the top right hand of the web page.

- **Site information & copyright information** – Basic information about the site, including site and copyright disclaimers, credits and members' terms and conditions.

### **3) THE MEMBERS SITE**

Now you have your own unique personal password, you can access the members site by clicking on the 'Members' menu button on the home page and then entering your username and password as supplied to you

NB – Please note that they should be entered exactly as given – they are case sensitive. The slightest error in the username and password will obstruct access. If ever you have any problems with accessing the members site, please email: [admin@ein.org.uk](mailto:admin@ein.org.uk)). Also please ensure that you only use your own password as there is 'anti-hacking' and 'anti-sharing' software which may obstruct access.

On the main part of the members home page you will see another set of key resources displayed. These work in the same way as those on the main home page, except they are only drawn from sections of the members site. There are also more of them, normally four per section.

The column of text to the right of the key resources explains a little more about the members site, and also carries personal information on your membership. This includes which organisation your membership is part of (if any), the email address we currently have for you and when your membership is due to run out. If any of this information is incorrect please email [admin@ein.org.uk](mailto:admin@ein.org.uk) to sort it out (or use the renew link to renew your membership if it is about to run out).

We will run through the following sections of the members site below, but the only button that is not covered separately is the 'home' button, which will return you to the main EIN home page in the public site.

### **4) THE CASE LAW DATABASE**

There are over 9,000 IAT determinations and Higher Court judgements in the EIN database, most but not all since 1997. New IAT determinations are generally added within a week of promulgation. Not all IAT cases are added, however. Those that have no useful precedent in them (e.g. agreed remittals) are sieved out. If having searched you cannot find a case please get in touch with [support@ein.org.uk](mailto:support@ein.org.uk) and we will look at adding it to the database. Also in general the older a case is, pre-1997, the less chance that a full text version will be in the database (many older cases are covered by summaries). Again please contact us if you feel a case is missing and we will do our best to add them.

The case law entry page displays two columns, one showing 'recent case law', the other showing cases recently added, headed 'What's new', which may or may not be recent cases. For example older decisions from overseas jurisdictions such as the ECJ and overseas refugee appeal courts may be added later into the database.

'Recent case law' is listed according to the most recently promulgated decisions (i.e. in descending order) and for an extensive list, with more instant detail of the case such as the decision and the index-terms attached, just click the link for 'more!' Again there is some selectivity in trying to show more important cases in 'recent case law', so not every case that has been entered will be displayed here.

**NB Index search terms are added later, so the absence of index terms can mean either that they have not yet been added or that the case does not warrant any particular keyword highlight.**

#### **• The Case Law Search Menu**

By clicking on the link in the top right of the page ('Search the Caselaw database') you will be taken to the bespoke EIN case law search menu. Although this resembles the structure of Internet search menus in general, it also has specific search parameters pertaining to the immigration judiciary. It allows for multiple search criteria in order to execute very specific searches of the database.

At the very top is a box marked 'search for' - to search for 'words' in the text of cases (not just case names or appeal numbers). On the right of this is a box for 'Key Cases only'. If you tick this box the search will be limited to cases that have been designated as key ones by EIN. This will dramatically narrow the range of results, and is useful if your search is returning many results.

Below the 'Search for' box is a list of court types to search in. The default is set to "Caselaw of UK, ECJ, ECtHR (except the Asylum Support Adjudications)". However, you can alter this to the "entire case law database" or specific court types (e.g. Immigration Appeal Tribunal Starred Appeals or Federal Court of Australia). The court type "international jurisdictions" covers the ECJ and ECtHR, and "All Overseas National courts" will return results for Federal Court of Australia, Federal Court of Canada, New Zealand RSAA and any other miscellaneous national courts.

Next you can choose to search by index terms (the full explanation for using this feature is covered in General Searching Tips). You can also restrict the dates you are looking for using the judgement/promulgation boxes. Then lower down the menu, there are specific search boxes for appellant and respondent names and case numbers, e.g. in the appeal number box, enter UKIAT04870 (without the [2002] prefix) and you will retrieve the starred appeal decision of GURUNG. The reason you do not use the prefix '[2002]' with any search is because the square bracket has a special meaning as an algorithmic symbol in the search engine. If you need to use square brackets you can substitute them with question marks - so if you really needed to, you would search for '?2002?UKIAT04870' or just '2002?UKIAT04870'.

**TIP:** Where an appellant has been anonymised e.g. the appellant is given as 'A', then it will be difficult to search by the appellant name (as it will find every instance of 'a' in the database). In order to assist searching EIN enter it as 'AppellantA' (all one word) & this is what you should search for

Search results may also be restricted by the name of the Judge or Adjudicator (in the 'before' box), and/or according to the decision in the case (allowed/dismissed etc). When you are ready you can use the 'search!' button at either the top or bottom of the caselaw search menu page. If you are altering the terms of your search (refining the results) please remember to use the 'reset' button to clear your old search terms. See General Searching Tips for more information on how to use site search engines.

Search results will be listed by court type first, starting with the higher courts and finishing with case summaries. Within the court type they will be ordered by promulgation/judgment date (with the most recent appearing first). You can read the full text of the case by clicking on the case name (as this acts as a link to the full text).

When looking at the full text of a case you'll note that above the case there are buttons to turn the bundle-maker on & off, and excerpting mode on & off (for a full explanation of this see the Bundle Maker section below). You will also be informed if the case is an EIN designated key case. At the bottom of the text there is a section for footnotes, which also reiterate the decision and any index terms associated with the case, and if excerpting is turned on the excerpt box. None of these items will show up if you save the case to your bundle & print it from there (see the Bundle Maker section below).

## **5) THE COUNTRY DATABASE**

The 'country' section contains the entire ICCID country information database. At present There are over 8,000 country reports, special reports and news items. A separate subscription is required (at a discount for EIN members) in order to access this area. If you do not have this subscription, you will *not* be able to access the country reports. For more information on ICCID see the HJT Research website at <http://www.hjt-research.com/>

The ICCID Country of Origin database is probably the single best electronic database of country reports in the (English speaking) world. The country database contains not only the well-known annual reports (including CIPU Reports) but also selected 'special' reports on most of the refugee producing countries.

The Country home page contains a box showing the latest country reports that have been added to the database, and also a list of the latest items under the title 'What's New'. You can also go straight to a country home page using the drop down menu saying "Select a Country". Each of these home pages carry

facts on that specific refugee producing country and will carry the latest information added to the database on that country.

There is a link through to the country specific search engine. This is very similar to the caselaw search engine described above, but with reference to the specific fields in the country database (e.g. you can restrict a search by report type rather than court type). See General Searching Tips for more information on how to use site search engines.

## **6) THE MEMBERS RESOURCES AND LEGISLATION DATABASES**

**The legislation section** contains links to most statutes and statutory instruments relevant to immigration law. Some of these will gradually be 'imported' into the EIN site itself so that they will become searchable documents from the EIN search menu. This is particularly true of earlier acts that may not have electronic copies available elsewhere e.g. the 1971 Immigration Act and the 1981 Nationality Act, which have already been imported. The section also has its own search engine, as with other sections of the site.

**The members resources section** is a set of original material and Internet links, arranged by specific categories, and also alphabetically and according to countries. As noted there is a growing body of original material within this section of the EIN site. Examples of useful material include the IAA Fact Sheets on the ECHR (under heading of Council of Europe), the UNHCR updates on Strasbourg jurisprudence and the BID (Bail for Immigration Detainees) report on 'Arbitrary Detention'. The section also has its own search engine, as with other sections of the site.

**TIP:** sometimes as all the materials are displayed on one page in the resources section it is just as easy to use your browser's 'find' button (e.g. the aforementioned BID report can be found by pressing the CTRL+F keys and typing 'BID' into the search box).

As with the case law and country sections, the legislation and members resources will be indexed if relevant, and denoted as key resources. (and you can search for key resources alone in the relevant search engines). However, you cannot at present add information into your bundle by simply clicking on a button (it is possible to copy materials into the bundle, but this is an advanced action which is covered in the EIN training sessions).

## **7) THE BUNDLE MAKER**

The new EIN site provides a bespoke personal archive of files, so that they can easily be retrieved for editing, amending and printing (via the 'bundle' button in the left hand site menu). From there, you have special software to download for the production of indexed, paginated and highlighted bundles. The bundle functions on the website will save you a lot of time if you learn how to use them correctly.

The purpose of the bundle maker is to allow you to quickly and efficiently turn the cases/reports on the EIN website into an indexed and paginated document bundle. Your basic bundle of cases/reports will be created on the website. However, to turn your bundle into a fully indexed and paginated document you will need Microsoft Windows and Microsoft Word 97 or later. If you have Microsoft Word 97 or later, you will be able to copy and paste the basic bundle created on the website to a blank Microsoft Word document and run the special Bundle-Maker Word template (this can be downloaded from the EIN website). This will produce a fully indexed, paginated and A4 formatted bundle.

Therefore, there are two main steps involved in creating a bundle.

1. Select the reports and compile your basic bundle page on the website
2. Copy your compiled bundle page from your web browser, paste it to Microsoft Word and run the Bundle-Maker to create a fully indexed and paginated bundle

### **• Steps involved in creating your basic bundle page on the website**

When you view a case/report on the website, you will notice three buttons/links at the top of the page. These are 'Bundle info', 'Excerpts mode' and 'Add to the bundle'.

Bundle info can be set to either 'on' or 'off'. When creating a bundle, you should switch this to 'on' and you can then begin to compile and create your bundle! When you switch 'Bundle info' to on, the page you are viewing will be refreshed and you will notice a grey Bundle information box appears on the right hand side of the page. This box contains all the information about your current (and also previous bundles).

The 'Excerpts mode' button allows you to select and add just excerpts from cases/reports rather than the whole report. 'Excerpts mode' can be set to either 'on' or 'off'. When 'Excerpts mode' is set to on, a text box appears at the very end of the page you are viewing (note: you will need to scroll down to the very end of the page you are viewing in order to see and use the excerpts box).

The 'Add to the bundle' button is used to add the cases/reports you are viewing (in their entirety) to your current bundle.

- **Creating a new bundle**

The first step is to create and name a new bundle. To do this, first make sure that the 'Bundle info' button at the top of your page is set to 'on' so that the Bundle information box is displayed on the left hand side of the page. You will notice at the bottom of the Bundle information box there is a small text box where you can name and create a new bundle.

Simply enter a name that you would like to use to identify your bundle (e.g. this name may be the name of your client or a description of the subject of your bundle) and then click the 'create' button. The page you are viewing will be refreshed and the name of your bundle will appear at the top of the Bundle information box.

As this is now your current bundle, you will notice that a small red EIN logo appears to the left of the bundle name. This small red logo always denotes the 'active' bundle. Only one bundle can be 'active' at any one time. The Bundle information box will store the names and contents of ALL of the bundles you create until you chose to delete a bundle. For example, if you have created and named 10 bundles, all 10 bundles will appear in the Bundle information box. You will, in effect, build up an archive of bundles that can be accessed each time you log on the EIN members site. That is why it is very important to only log on under your own username and password. You do not want to modify or delete another user's bundles! By clicking the name of a bundle in the Bundle information box, you can quickly switch between the various bundles.

Once you have created a bundle you can now start adding cases/reports to it.

- **Adding cases/reports to your bundle**

The process of adding cases/reports to your bundle is, once mastered, very quick and easy. As you view cases/reports and decide that you would like them in your bundle, simply click the 'Add to the bundle' button/link at the top of the page and the case/report you are currently viewing will be added to your active bundle. After clicking the 'Add to the bundle' button/link, you will notice that the page you are viewing will be refreshed and that the name of the case/report will appear in the Bundle information box on the right hand side of your screen. Cases/reports are always added to the current active bundle.

You then simply repeat this process to add all the required cases/reports to your bundle. Each time a case/report is added, you will notice that the name of the case/report is added to the active bundle name in the Bundle information box on the right hand side of your screen.

NB: Although at times you may navigate to a page on the website that does not show the Bundle information box (e.g. the 'Search' page), please note that your bundle settings are remembered and the Bundle information box will be shown the next time you view a case/report.

- **Adding excerpts to your bundle**

The process of creating and adding excerpts will enable you to add just excerpts from cases/reports if, for example, you feel that the whole case/report is too long or not all entirely relevant. Although somewhat trickier than simply adding whole cases/reports, the excerpt function should not pose too many problems once mastered.

The first step when creating and adding an excerpt is to make sure that the excerpts mode button is set to 'on'. To do this, simply scroll to the top of the screen and click the 'Excerpts mode' button/link so that the button displays the text 'on' (if you scroll to the end of the page you are viewing after setting 'Excerpts mode' to on, you will see that a text box appears – this is where excerpts are created).

The excerpts mode 'senses' the text you select on the page and reproduces it in the editable text box at the bottom of the page you are currently viewing.

Don't worry if you make a mistake or add unwanted text to the Excerpt box as you can freely edit, or even reset, the text of your excerpt before putting it into your bundle.

When you view a case/report and find a passage that you would like to excerpt and put into your bundle, all you do is simply 'select' the relevant passage on screen (note: to select text simply place your cursor at the start of the passage you wish to select, press and hold down your left mouse button and move to the end of the text you wish to select).

As soon as you select text on the page (release the mouse button), the selected text will automatically appear in the Excerpt box at the end of the page you are viewing. You will notice the text in the extract box has three dots on either side denoting that this is an extract.

You can repeat the process of simply selecting relevant text and having it appear in the excerpts box thus allowing you to add multiple excerpts from a single report.

Once you are happy with the text in the excerpt box, simply click the 'Put into the Bundle' button that appears at the top of the excerpt box. This button, like the standard 'Add to the bundle' button, will cause the current page to be refreshed and you will also see that the excerpt is added to the Bundle information box on the right hand side of your screen. The fact that it is an excerpt will be noted.

- **Viewing and working with your finished basic bundle web page**

Once you have finished adding all the required material to your bundle, you then either click the bundle name in the Bundle information box on the right hand side of the page or you can click the bundle button on the main EIN navigation menu on the left hand side of the page. Both of these will take you to the organise bundles page. From here you can rearrange or delete items in your bundle and you can access and view the basic bundle page containing all of the reports and excerpts that you have added.

You will see that the 'organise bundle' page features a list box that lists the contents of the active bundle, including any excerpts. The order in which the cases/reports are listed will be the order in which they appear in your bundle. This order can be changed. You may, for example, wish to arrange a bundle so that the most recent or the most important cases/reports are at the start of your bundle.

If you would like to re-order your bundle, click the relevant case/report name so that it is selected and then click the up or down arrow buttons to the right of the list box to move the selected case/report item up or down. Repeat as necessary and then click the 'Save changes' button to commit the changes you have made to your bundle.

NB The changes you make will not take effect UNTIL you click the 'Save changes' button below the list box. ALWAYS click the 'Save changes' button after you have made any changes to the bundle!

You can also delete any item in your bundle. Simply click the relevant case/report name in the list box so that it is selected and click the 'Delete selected item' button, you will then see that the page is refreshed and the deleted item no longer appears within the list box.

- **Viewing your bundle**

At the top of the Organise bundles page you will see a 'View current bundle' link. Click this link and a special bundle web page will be created and displayed, containing all of the cases/reports that were added to your bundle.

VERY IMPORTANT NOTE: Please remember to WAIT for your bundle page to load in its entirety before attempting any actions on it. Depending on your Internet connection speed and the size of your bundle, it may take a while for the page to be fully loaded. Internet Explorer, for example, will display 'Done' in the status bar when the page has fully loaded.

Once the page has fully loaded, you could, of course, simply print out this web page and use it as the basis of your bundle. However, by downloading the special Bundle-Maker Microsoft Word template, Microsoft Word (97 or later) users can turn the bundle web page into a fully indexed and paginated Microsoft Word document.

The Bundle-Maker template will also allow you to specify what number page to begin paginating your bundle on, allowing you to add your bundle onto the end of the previous bundle containing your medical cases/reports, statements etc. You will also be able to highlight and create an index of key passages. This

very useful feature will allow a reader to very quickly see what are the most important passages in your bundle and from which case(s)/report(s) they are from.

- **Steps involved in creating your paginated bundle using Microsoft Word**

First you need to download the template and install it on your computer (note: this is only done once, not every time you create a bundle). When the template has been successfully downloaded and installed, a Bundle-Maker menu will be added to your main Word menu bar.

To use the Bundle-Maker template to produce a paginated and indexed bundle, you first copy your entire previously created bundle web page. To copy your bundle web page you can click your web browser 'Edit' menu and select 'Select All' or, alternately, press the 'Control' and 'A' keys (Ctrl+A). The entire text of your bundle web page will then be selected and ready to copy. To copy, simply click the web browser 'Edit' menu and select 'Copy' or alternately press the Control and C keys (Ctrl+C).

Now open Microsoft Word and paste your bundle to a new, blank Word document. Obviously, the formatting when pasting from a web page to a Word document may not be preserved correctly (especially if you use Word 97).

Don't worry if the pasted bundle looks somewhat 'messy' – the Bundle-Maker will allow you to choose some basic formatting options and will reset margins etc. to make the finished bundle neater and more presentable.

- **Using the Word Bundle-Maker template**

As mentioned previously, once you have correctly installed the bundle maker template, you will notice that a new item appears on the main Word menu bar. The new Bundle-Maker menu will appear on the right of your Word menu bar (normally just before the Word 'Help' menu). The template is loaded automatically every time Word starts ensuring that it is always readily accessible. There are more advanced features that you can use, such as highlighting.

- **Running the Bundle-Maker**

Once you have pasted bundle web page to Word and highlighted any key passages, simply click the Bundle-Maker menu and from this click 'Start...'.

This will display the Bundle-Maker dialog box. Various options are available on this to allow you to select a font face and size and global paragraph options for your bundle. By default, the Bundle-Maker will produce an A4 size document but clicking the 'Page Setup' button on the Bundle-Maker Formatting screen and manually setting page size and margins can override this.

Once you have set all the required options simply click the 'Create Bundle!' button. Your Word document will then be turned into a fully indexed, paginated and formatted bundle within seconds. If you highlighted any key passages, these will be reproduced in a special index created at the end of your bundle.

During creation, you can choose whether to have a legal, IAA style contents page or a plain contents page.

Once finished, you can, of course, save and print this document just as any Word document.

## **8) THE SITE SEARCH**

There is a general search for the whole of the members site. You can access it either by placing text in the search box on the menu & pressing 'Go', or by clicking on the 'search' link. The former will search all of the similar data fields on the site (e.g. title /appeal number, general text, author / appellant etc.). By clicking the search link & going to the search section you can narrow the search by entering data into any of these fields individually (e.g. general text only), or by un-ticking the boxes noting specific sections (e.g. by only leaving the case law and legislation ticked). You can also narrow a search by looking for EIN designated key resources only (which should dramatically reduce the number of results) and by using the index search terms (which are explained below).

Search results are listed by site sections. You can retrieve particular case law or country reports from this search engine but as a rule it is better to go to the section specific search menu and search within the relevant fields (e.g. appellant or respondent in case law). As there are different types of content across the 'slices' this search engine is often best searched primarily via the index terms. An example of its limitations is the attempt to find comparable data fields meaning that one option is author or appellant (the

two are not really that similar) & also that the respondent doesn't feature at all (so if the named person in the case is a respondent it will most likely not find the case).

Nevertheless, this 'quick search' box can be used for purposes of an instant case name search. For example, enter 'GURUNG' and retrieve all such case names including the recent starred appeal (concerning the prosecution of Maoists in Nepal). This can also search on a citation number, e.g. by entering 'UKIAT04870' and finding the specific case (remembering not to put in the [2002] as noted in the case law section above).

## **9) GENERAL SEARCH TIPS**

- **Index terms**

The main assistance provided by EIN in searching is the index terms. Trained specialists add index terms to cases or documents in order to help you locate the correct items. The index terms have been separated into categories to help make sense of the growing size of the list. If using the index terms, check the [index glossary](#) initially to see which category your index term is in. There is a link to the glossary in the top right of every relevant members page. It will establish what index terms there are, and where they are now located in the index term categories in the search menu (it can be searched for individual words using the CTRL + F buttons for 'find').

Once you have located the index term you want, the category will show on the left hand side. Go back to the search menu, click on the correct category (you can type in a letter and it will 'jump' to the first word that starts with that letter) and the relevant list of index terms will appear in the index term box. Click on the correct index term and press 'select'. The index term will then appear in the 'selected' box. You may also note that some index terms have sub-sets e.g. some countries have specific terms associated with the country (e.g. Falun Gong is a 'sub-set' of China, and S5 is a sub-set of the 1988 Immigration Act). Sub-sets can be selected separately. If you have more than one index term you can use the 'index term operator' to switch between searching for ANY index term (i.e. it will find results where any of your index terms appear) or for ALL index terms (i.e. it will only find results where all of your index terms appear in the one document, which will obviously produce a much smaller set of results).

Remember that an index term search is a 'search restriction'. So it is on the one hand, selective, and on the other it is EXCLUSIVE. As a rule, try both an index term search and a standard word search. For case law there some backlog of indexing of case law this year thanks to site development work (which will be up-to-date as soon as practically possible). It can be useful then to use word searches, but you may wish to restrict the search to say decisions for the last couple of months (where indexing may not be up to date).

- **Searching with text**

Of great importance for ANY word search, please note that in the new site every 'word' search is a 'sub-string'. The old site had word search options such as ANY or ALL of the words. The new site achieves this and more but in a different way. Every 'word' search is a 'sub-string'. This has the advantage that for many searches a word does not need to be a 'word'. For example typing 'destitut' (without commas) will find words that contain it such 'destitute' or 'destitution'. It also means that a search for 'woman' or 'woman' AND 'Pakistan' can simply be done by typing 'Pakistan wom' because the AND is assumed.

This also means that a search for 'ABDUL' will also find 'ABDULKHALECK' or 'AZIZABDUL' or 'ABDULAH', and around 10 pages of search results. This can be refined by searching for " ABDUL " using speech marks and a space before and after the word. This will ensure that only instances of 'ABDUL' alone will be found. Similarly, a phrase for example "refugee sur place" in speech marks will find this exact phrase. It is often worth experimenting with this type of search as sometimes using a space either before or after the term you are looking for will produce better results e.g. a search for " DAG" will produce more results if looking for the case of the appellant DAG than searching for " DAG ". (This is because it is specifically searching for spaces and there instances where the appellant's name has a full-stop or a field end which will disrupt searches that are expecting a space there).

**TIP:** Although the database is sensitive to the slightest variation in letters & numbers, it is not case sensitive, so it makes no difference if you write 00Th02614, pardeePan or PARDEEPAN.

Enter the words 'OR' or 'NOT' to search respectively for ANY of the words or for some words but not others. Enter brackets ( ) to combine search queries; for example, a search for 'Turkey ("prison conditions" OR " house of correction") will in effect be searching for EITHER of these phrases PLUS the word Turkey. The old site could not do an elaborate word search such as this.

- **If your search fails to turn up any, or enough, correct results, first of all:-**

- Check the spelling of the case name or the accuracy of the bracket number.
- If you are using the advanced searches, check that you have clicked the 'reset form' button if you are altering your search.
- If you have searched using an index term alone, then try entering the index term or similar in the text box instead, without selecting the index term(s)
- Above all, remember that an electronic search identifies exact matches, like a fingerprint. So even a comma, a space or a forward slash in the wrong place can frustrate the search.

The main point is just to practice carrying out your own searches; feel free to make plenty of mistakes because they are usually instructive especially if you can decipher why the case results are either as they are and/or not what you wanted or expected. Database searching on this scale is more of an art than a science, so

Not every document you may want is in the EIN database, but often, it is human error that thwarts a search, with too many or no results, or results swamped with spurious references. For example a search for 'turkey' can have dietary connotations.

## **10) DISCUSSION AREA (BULLETIN BOARDS & MAILING LISTS)**

If you have never used the Bulletin Boards, do please take a look. These are found from the link marked 'discussions'. (There is a Test/Training bulletin board which can be used for 'first timers' and this will be used in the future for training notes etc). You can look at messages on the boards by clicking on the titles below. You will then see a list of messages (with most recent at the bottom of the page). Clicking on the title of a message will take you to the text of that message (or any replies).

The 'Queries' Bulletin Board is for practitioners only. i.e. not Adjudicators or Home Office reps.

The 'Feedback' Bulletin Board is important for suggestions on the future improvement of the site and for members to notify EIN of errors and corrections needed

The 'What's new' Bulletin Board is the place to look for highlights of developments in law and policy, or for announcements of new publications etc. It will also carry, with the assistance of members, updates on media and government items.

If you have never written directly to the EIN Bulletin Boards, try it on the Test/Training board. It is easy to post a message – simply click on the 'add new' button at the bottom of the Bulletin Board. The site will automatically fill in your contact details from your membership information. Just write the message and press the 'Send' button. Likewise you can reply to a message simply by hitting the reply button at the bottom of that message. If you would prefer to reply directly to the person who posted the message you can click on the link with their name in it & it will open an email to that person (not everyone will post a public reply, so if it looks like there has been no reply to a message always remember that people may have replied directly).

Finally you can sign up for a mailing list that is linked to the Bulletin Board. If you do this, you will be asking to receive copies of messages posted on to the Bulletin Board. This is very useful if you want to be kept aware of recent developments.

NB - To get the most out of the facilities of the EIN, it is advised that you make periodic visits to the news and case law boards.